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OFFICE:\CLERICAL\TEMPLATES\TRANSMITTAL FORM.DOT

Transmittal to	CITY OF PORTLAND		Date Job No	11.5.2013 • 17542
	389 CONGRESS STRE	ET	Re.	EXCITING NAILS & SPA
	PORTLAND, ME 04101			PERMITS
				MAIL
Item		☐ Hand Delivered	☐ Under separate cover	
	☐ Shop Drawings	☐ Prints	☐ Samples	□ Specifications
	☐ Copy of letter	☐ Change Order	□ Other	
	Copies Date	No.	Description	
	1 set 11/5/2013	17542	(1) SIGN PERMIT APPLICATION, (1) SET SIGN DRAWINGS, (1) INSURANCE LIABILITY FORM, (1) LANDLORD APPROVAL AND (1) SIGN LOCATION	
			PLAN IN REGARDS TO OBTAINING A SIGN PERMIT	
			FOR EXCITING NAILS & SPA AT 295 FOREST AVE.	
Purpose		☐ No exception taken		□ Rejected
	☐ For your use	☐ Make corrections noted		☐ Review and comment
	☐ As requested	☐ Revise and resubmit		☐ Other
Remarks	PLEASE REVIEW FOR APPROVAL AND CALL WITH PRICE CONFIRMATION. THANK YOU!			
	Copy to			From PAT BOLDUC

If enclosures are not as noted kindly notify us at once.